

CCDA Board Positions for 2019-20

Treasurer-elect, works with current Treasurer, Justin Felton

- Perform all duties of the Officer, as directed by the President or Executive Council, in the absence of the Officer.
- Succeed to the office to which elected at the conclusion of the term as Officer-elect.
- Succeed to the office to which elected in the event the office is declared vacant by the President and the Executive Council.

Treasurer

- Establish and maintain a checking account in the name of CCDA.
- Maintain an accurate financial record of CCDA.
- Be responsible for the preparation of the annual budget.
- Be responsible for collection of all accounts due, including membership dues.
- Be responsible for payment of all just expenses.
- Have a signature responsibility for bank accounts.
- Insure that all membership payment information provided via non-electronic methods is coordinated with the Membership Chair.
- Present an itemized statement of receipts, disbursements, payables, receivables, and balances at each meeting of the Advisory Board.
- Act as support to the President in planning the various functions of CCDA.
- Perform duties assigned by the President or Executive Council.
- Submit a quarterly financial statement and yearly proposed budget to the CCA Treasurer.
- The Treasurer position is the only elected officer that will be held for two consecutive years.

Training/Conference team (2)

- This team will work closely with the Events & Outreach Team on the planning, logistics, implementation and management of an annual training seminar and an annual state conference (one held in the spring and one held in the fall). Team will be responsible as a whole (with assistance from the board) for:
- Work with Treasurer and the board to determine and maintain budget throughout course of event
- Determine a schedule for the event

Communications Co-chair/Marketing, coordinates with Crystal Mikes (Newsletter editor; Communications Co-chair)

- Identify marketing responsibilities at the start of the year and consult on the quarterly newsletter
- Implement board approved marketing goals set for the year.
- Generate and present marketing ideas to the board, including targeted groups for conference/trainings and membership, logos and materials, and other items.
- Manages promotional communication for CCDA events.

Graduate Student Liaison

- Serve as graduate student representative to CCDA
- Encourage graduate students to join CCDA.
- Inform graduate students of CCDA events.
- Participate in the CCDA blog and encourage graduate students to get involved.
- Solicit articles from graduate students for the CCDA Newsletter.
- Answer questions from fellow students about the organization.
- Assist in the review of graduate student scholarship applications.